

<p align="center"><b>CM/ECF</b></p> <p align="center"><b>User's Guide</b></p> <p align="center"><b>Part 2</b></p> <p align="center">US Bankruptcy Court, Southern District of Iowa</p>	Chapter
	Section

**Proof of Claim****Enter Proof of Claim****Complete Official Form 10, Proof of Claim.****STEP 1** Select Bankruptcy**STEP 2** Select File Claim

**STEP 1** Enter Case Number**STEP 2** Enter Name of Creditor or leave field blank**STEP 3** Select Type of creditor (do not change from default, creditor)**STEP 4** Clicking Next allows a search of the creditor name in our court's database.**Hints for Searching**

- Searching is case sensitive.
- Include punctuation.
- Partial name entry is acceptable.
- Significant words or names are effective (Radio for Radio Shack or Northwest for Northwest Radiology)
- Try alternative search clues if your first search is not successful.
- Wildcards (\*) are not required but can be used.

Creditor already associated with case and <b>address is the same</b> as appears on screen	<b>Click Next and follow instructions below</b>
Creditor already associated with case and <b>address is NOT the same</b> as appears on screen	<b>Go to instructions for: Creditor already associated with case? no and enter claim</b>

<b>STEP 1</b>	Enter Claim Number in Amends Claim # if applicable
<b>STEP 2</b>	Enter Claim Number in Duplicate Claim # if applicable
<b>STEP 3</b>	Filed By: Select Creditor, Debtor, Trustee or Attorney
<b>STEP 4</b>	Late: Yes or No
<b>STEP 5</b>	Status: Do not complete
<b>STEP 6</b>	Enter Unsecured dollar amount (without \$ sign)
<b>STEP 7</b>	Enter Secured dollar amount (without \$ sign)
<b>STEP 8</b>	Enter Priority dollar amount (without \$ sign)

**STEP 9** Enter Unknown dollar amount (without \$ sign)

**STEP 10** Total automatically calculates

**STEP 11** Description – Do not enter data

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Case 03-00025-4-rjh

Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

**Browse...**

Attachments to Document: ☐ No ☐ Yes

**Next** **Clear**

**STEP 1** Browse and select PDF document. Include any attachments to document. (Limit of twenty (20) 8 ½” x11” pages attached.) If attachment is more than 20 pages, keep it and attach a form summarizing the attachment. Indicate an address and phone number where the attachment(s) can be reviewed.

**STEP 2** Click Yes to attach document

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

Select one or more attachments.

Case 03-00025-4-rjh

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

**Filename**

**Browse...**

2) Select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

**Add to List**

**Remove from List**

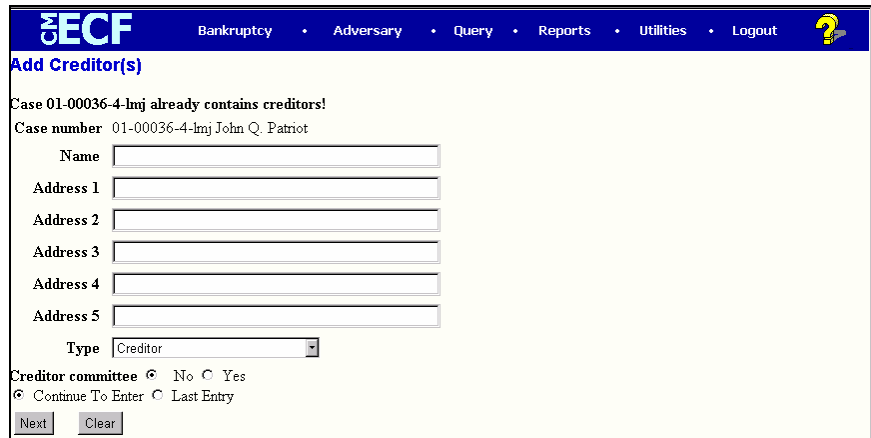
**Next**

- |               |  |
|---------------|--|
| <b>STEP 3</b> | Browse and select PDF document for attachment                                  |
| <b>STEP 4</b> | Select Type  |
| <b>STEP 5</b> | Enter Description (Optional field)   |
| <b>STEP 6</b> | Select Add to List and the file location of the attachment appears on the list |

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Select one or more attachments." followed by the case number "Case 03-00025-4-rjh". The instructions state: "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)." There is a "Filename" label and a text input field with a "Browse..." button. Below this, the instructions say: "2) Select a document type and/or enter a description." There are two labels, "Type" and "Description", each with a dropdown menu. The third instruction says: "3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button." There is a list box containing the filename "J:\CMECF\Training Mat\Attachment Test Page for CM.pdf". To the right of the list box are two buttons: "Add to List" and "Remove from List". At the bottom left is a "Next" button.

- |               |   |
|---------------|---|
| <b>STEP 7</b> | Browse and select PDF document if you have more than one attachment |
| <b>STEP 8</b> | Click Next when finished adding attachment files to the List        |
| <b>STEP 9</b> | Review Notice of Electronic Filing-                                 |

The screenshot shows the ECF system interface for selecting a creditor. At the top is a blue navigation bar with the ECF logo and links for Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Select a Creditor for Claim" followed by the case number "Case 02-00065-lmj Dakota S. Smith". There is a dropdown menu for selecting a creditor. Below the dropdown menu is a link labeled "Add Creditor". At the bottom are two buttons: "Next" and "Clear".

**Creditor already associated with the case? no****Click Add Creditor**

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Add Creditor(s)**

Case 01-00036-4-lmj already contains creditors!

Case number 01-00036-4-lmj John Q. Patriot

Name

Address 1

Address 2

Address 3

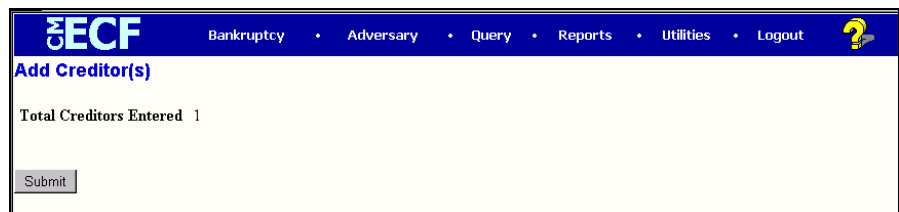
Address 4

Address 5

Type

Creditor committee ☒ No ☐ Yes

☒ Continue To Enter ☐ Last Entry

**STEP 1** Enter Creditor Name**STEP 2** Enter Creditor Address**STEP 3** Select Type of Creditor (do not change from default, creditor)**STEP 4** Click Last Entry

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Add Creditor(s)**

Total Creditors Entered 1

**STEP 1** Verify Creditors Added**STEP 2** Submit Click

<b>ECF</b> Bankruptcy   •   Adversary   •   Query   •   Reports   •   Utilities   •   Logout 	
<b>Creditors Receipt</b>	
Case Number	01-36
Total Creditors Added to Database	1
 <a href="#">File A Proof Of Claim</a> <a href="#">Return To Creditor Maintenance Menu</a>	

- |               |   |
|---------------|---|
| <b>STEP 1</b> | Click File A Proof of Claim                       |
| <b>STEP 2</b> | Search for Creditor on Search for Creditor screen |
| <b>STEP 3</b> | Enter Proof of Claim information                  |

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